Guide for poster tour moderators at ESCAIDE

What is a Poster tour?

A poster tour gives participants at ESCAIDE 2021 an opportunity to view five posters and engage with the authors.

Each poster tour lasts 30 minutes and the presenters have 2 minutes each to introduce their work, followed by a Q&A, where the moderator will ask questions to the presenters and address the questions received in the chat and redirect them to the presenters.

The time available is too short for a full discussion on the research, therefore the main aim of the poster tour is to set up connections between the researchers and interested participants. We hope that after the tour, participants will contact the authors to further discuss the research.

Poster tour schedule:

minutes	activity
00 – 02	Introduction to the poster tour
03 – 05	1st poster presentation (transition to next presenter)
06 – 08	2nd poster presentation (transition to next presenter)
09 – 11	3rd poster presentation (transition to next presenter)
12 – 14	4th poster presentation (transition to next presenter)
15 – 17	5th poster presentation (transition to next presenter)
18 – 30	Q&A

Preparing for the tour

During the poster tour, the moderators should:

- Welcome the participants, explain the theme for the poster tour and make sure everyone that signed up on the list has joined before starting.

- Explain the format for the poster tour (2-minute presentations followed by a Q&A).

- Encourage participants to submit questions / comments as they listen to the presentations, rather than waiting until the end of the tour.

- Introduce each poster author and keep the time. Please agree on a timekeeping method with the authors so that they know when they need to finish.

- After each presentation, encourage the participants to contact the presenters via the ESCAIDE platform (*Swapcard*).

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- As the tour progresses, review the chat box for questions / comments and start to line up issues for the discussion. If there are no questions / comments, encourage the participants to send these in.
- Once all the authors have finished their presentations, select the questions / comments you think are most interesting and ask the authors to respond.
- Please finish by encouraging participants to contact the poster authors with additional questions, comments, ideas etc.

On the day of the tour

Please access your poster tour session at least 15 mins before it starts. Our team will have the posters ready to be shared in a single presentation. During the tour, the presenters will control the presentation. Each presenter clicks "take control" over the presentation when it's their turn to present the poster. Then the next presenter "takes control" – and so on. Very important: nobody can click "Stop presenting" as it will stop the presentation for everyone.

After the tour

At the end of each day at ESCAIDE, there will be a wrap-up session in which a summary of the key points of the day is presented. We therefore **ask for you to write a summary of the highlights of your live Q&A** and send it to escaide.conference@ecdc.europa.eu after the session so that this can be included in the wrap-up talk and in communications about the event.

Register in the conference

If you haven't done it yet, please register to ESCAIDE. The registration is free of charge and it should take only a few minutes.

Registrations are open until 12 November, but we encourage you to register before 8 November, when the platform goes live, to view the posters prepare your session. You will also be able to edit your profile, which will be linked to the session you are moderating.

Register here

Help us to promote ESCAIDE

ESCAIDE 2021 is promoted on the ESCAIDE social media channels. Please help us to spread the word by announcing your participation in your social media channels, by using #ESCAIDE2021.

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Summary of actions

a. Register for the conference and complete your profile (recommended by 7 November)

b. Access the conference online platform (*Swapcard*).to view the Posters from your session and prepare your moderation (recommended from 8 November)

c. On the day of your Poster tour(s), access the 'Programme' tab on and find your poster tour. Connect at least 15 mins before

d. Send a summary of the highlights of your session to escaide.conference@ecdc.europa.eu, at latest by 17.00 CET of the day of your designated *Poster tour(s)*.

Stay tuned

Subscribe the ESCAIDE newsletter by sending an email to escaide.conference@ecdc.europa.eu

Check more info and guidance documents on the section for presenters on ESCAIDE website: https://www.escaide.eu/en/presenters

Follow us on Facebook and Twitter @ESCAIDE

For any questions you might have, don't hesitate to contact the ESCAIDE organisers at: escaide.conference@ecdc.europa.eu

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